

UTAH SCHOOL CHEMICAL CLEANOUT CHECK LIST FOR CHEMICAL MANAGEMENT



To be completed by _____

ADMINISTRATION: CHEMICAL MANAGEMENT INTRO	Yes	No
1. School has a Chemical Management Plan or Program.		
2. School has an individual or team responsible for chemical management or environmental health and safety (see questions #15-16 below).		
3. School has a chemical emergency response plan.		
4. Staff is trained annually in chemical safety and emergency response.		
5. School has an inventory of the hazardous materials used in the school (see #17-18).		
6. School has adequate and proper chemical storage areas and cabinets (see #20-21).		
7. School has Material Safety Data Sheets (MSDS) for all hazardous materials (see #22).		
8. School conducts annual safety training for all staff handling hazardous materials (see #23).		
9. School has a chemical purchasing policy (see # 24).		
10. If the school generates regulated quantities of hazardous waste, the school has obtained RCRA site-specific identification number.		
11. School has determined its hazardous waste generator status.		
12. If the school is a Conditionally Exempt Small Quantity Generator (CESQG), the school complies with the limited requirements applicable to a CESQG.		
13. If the school is a Very Small Quantity Generator (VSQG) the school complies with the requirements applicable to a VSQG.		
14. If the school is a Small or Large Quantity Generator (S or LQG) of hazardous waste, the school complies with the more stringent requirements.		

15. If your school has an individual or team responsible for chemical management or environmental health and safety who is it / who are they?

16. If applicable do these individuals do this work on their own time or are they compensated for these efforts?

17. If the school has an inventory of the hazardous materials used in the school, where is it kept?

18. How often is the inventory of hazardous materials updated and by whom?

19. When was the last time the school had a comprehensive school wide hazardous materials clean-out to rid the school of unwanted chemicals?

20. What kind of storage system does the school use for its chemicals?

21. What unmet storage needs exist?

22. If applicable, where are the MSDS sheets kept?

23. What kind of chemical management or safety training has the staff received (e.g. Right-To-Know etc.)?

24. Who is responsible for chemical purchasing?

Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Management Representative for my department.

Date

School

Signature

Name (print)

Site Administrator

Date Completed

Source: Massachusetts School Chemical Management Program, 2006